On-Screen User Documentation

* Open: Locate the folder for Web Works and double click to open.
* Add/Edit/Delete data: To add data click on a box that you want the data in and enter either the writing, a number or a formula. To edit double click on the writing, number or formula you want and edit it to your choice. To delete the data click on the cell and press delete.
* Print Sheet: Go to the office button and then go down to print and choose the option you want.
* Close: Go up to the top left corner and click on the cross, save if needed.
* Save for future use: Go to the office button and then go down to save as and choose a name and location for the file.